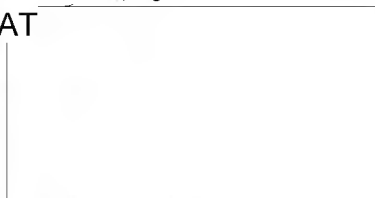
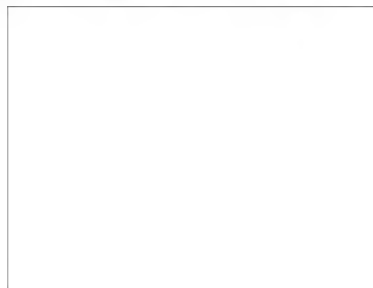


STAT



Here is everything
we have on SS numbers.
Do you want to hold?

STAT



OS



UNCLASSIFIED

INTERNAL
USE ONLY

CONFIDENTIAL



SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

Acting Chief, Insurance Branch/BSD/OP

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Chief, Compensation & Tax Division
Office of Finance

RECEIVED

FORWARDED

10/11

R27

STAT

2.

3.

Chief, Management Support Division
Office of Computer Services

4.

GD-5301 HQS

A

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5.

AC/IB
406 Magazine Building

10/13

10/13

R27

6.

7.

STAT

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9.

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11.

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14.

15.



SECRET



CONFIDENTIAL

INTERNAL
USE ONLY

UNCLASSIFIED

10 October 1967

MEMO FOR RECORD:

SUBJECT : Conversion of Carrier Control Numbers to
Social Security Numbers

Attached are copies of Civil Service Commission notices to Agency Health Benefit Officers and health insurance carriers indicating the Commission's intention to convert carrier control numbers to social security numbers as a means of identification of health insurance enrollments under the Federal Employees Health Benefits Program. Previous discussions regarding this matter have been held between this office and [redacted] O/F and [redacted] OCS. The purpose of this memo is to make a matter of record the notification by Civil Service Commission that the conversion is to be made at some future date and to obtain any comments deemed necessary by Compensation and Tax Division/ OF and Management Support Division/OCS regarding this matter.

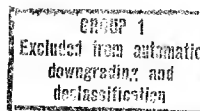
STAT

STAT

STAT

[redacted]
Acting Chief, Insurance Branch

CONFIDENTIAL



SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE		
1	AC/IB		10/4		
2	(Let's discuss)				
3	1				
4					STAT
5					STAT
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: Forget the letter but see if you can get concurrences from Finance and OCS on your memo. All is making sure of is that there is no problem with these offices if this change is made. <div style="text-align: right;">STAT STAT STAT</div>					
<div style="text-align: center;">STAT</div>					
<div style="text-align: center;">STAT</div>					
TO RETURN TO SENDER					
		ESS AND PHONE NO.		DATE	
DC/BSO 5E47				OCT 1967	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM				
UNCLASSIFIED	CONFIDENTIAL	SECRET		
OFFICIAL ROUTING SLIP				
TO	AND ADDRESS	DATE	INITIALS	
1	—		STAT	
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3				
4				
5			STAT	
6				
ACTION		DIRECT REPLY	PREPARE REPLY	
APPROVAL		DISPATCH	RECOMMENDATION	
COMMENT		FILE	RETURN	
CONCURRENCE		INFORMATION	SIGNATURE	
STAT				
Remarks: <div style="font-family: cursive; font-size: 1.2em; margin-top: 10px;"> This has already been discussed with [redacted] no answer necessary. I agree with [redacted] OK? </div> <div style="text-align: right; margin-top: 10px;">STAT</div>				
FOLD HERE TO RETURN TO SENDER				
FROM: NAME, ADDRESS		DATE		
UNCLASSIFIED		SECRET		

FORM NO. 237 Use previous editions

(40)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	DC/BS		9/28	RFF	
2	AC/IB				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <p>Before I release the letter to Ruddock, I will want it coordinated with senior officials in the Office of Finance and OCS.</p> <p>Please expedite.</p> <p style="text-align: center;">STAT</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME ADDRESS AND PHONE NO.				DATE	
C/BS 5E47 HQ				28 SEP 1967	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO. 237 Use previous editions

(40)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

<input checked="" type="checkbox"/>	UNCLASSIFIED	<input checked="" type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>	SECRET
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**CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
1	DC/BSD	9/27	<i>[Signature]</i>
2	C/BSD		
3			
4			
5			
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input checked="" type="checkbox"/>	SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

AND PHONE NO.	DATE
406 Mag, X- CONFIDENTIAL	9/25/67 SECRET

FORM NO. 2-61 237 Use previous editions

(40)

25X1

25X1

Page Denied

25 September 1967

MEMORANDUM FOR: Deputy Chief, Benefits and Services Division

SUBJECT : Conversion of Carrier Control Numbers to Social Security Numbers

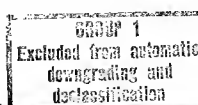
REFERENCE : Letter from Andrew E. Ruddock, CSC, dated 5 September 1967

1. Since Mr. Ruddock's letter of 5 September 1967 is addressed to "ALL CARRIERS," our reply as a carrier is a simple one. We, as a carrier, would have no problem with mass changeovers, whether they be a few agencies at a time or all agencies at once, because we deal with only one agency. However, although I have not seen it, I assume that Civil Service Commission has directed similar correspondence to us as an agency.

25X1 2. In order to find out our abilities and preferences as an agency toward this changeover, we contacted [] in payroll who in turn discussed the matter with OCS. We learned that payroll and OCS prefer a mass changeover and wish it to coincide with the end of a pay period. 25X1 Advance notice of at least two weeks is required. [] also pointed out that when such a change is made, all carrier control numbers on the computer tape will be lost due to their being blocked out by the input of the social security number. Of course we can still determine the carrier control number for an individual from his enrollment form. I think it would also be to our advantage if we could be among the first group of agencies scheduled by Civil Service Commission to make the mass changeover. We would then not be involved with the interim procedures of a two-number system.

3. Internally, we will not take any action with respect to the Association Benefit Plan enrollments, since we will continue to use the Insurance Branch assigned certificate number as a means of identification between us and the underwriter. We will of course enter social security numbers on the SF 2810's transferring enrollments of retirees to the Civil Service Commission. We are exploring the possibility of OCS running individual cards for us which will indicate name, employee number and social security number, and which we will file in the individual's insurance folder.

CONFIDENTIAL



4. Attached is a GEHA reply to Mr. Ruddock's letter of 5 Sept 1967. I did not know how you want to communicate with the Civil Service Commission as an Agency regarding this matter.

25X1

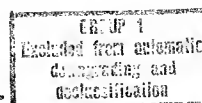


Acting Chief, Insurance Branch

Attachment:

As stated

CONFIDENTIAL



25 September 1967

MEMORANDUM FOR: Deputy Chief, Benefits and Services Division

SUBJECT : Conversion of Carrier Control Numbers to Social Security Numbers

REFERENCE : Letter from Andrew E. Ruddock, CSC, dated 5 September 1967

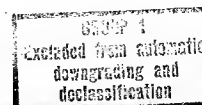
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25X1

3. Internally, we will not take any action with respect to the Association Benefit Plan enrollments, since we will continue to use the Insurance Branch assigned certificate number as a means of identification between us and the underwriter. We will of course enter social security numbers on the SF 2810's transferring enrollments of retirees to the Civil Service Commission. We are exploring the possibility of OCS running individual cards for us which will indicate name, employee number and social security number, and which we will file in the individual's insurance folder.

CONFIDENTIAL



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25X1

[Redacted]
Acting Chief, Insurance Branch

Attachment:
As stated

CONFIDENTIAL

GROUP 1
Excluded from automatic
downgrading and
declassification

Page Denied

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DC/BSD		
2			
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ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks: <p>Should we not discuss this with the Office of Finance and send Ruddock official comments?</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.		DATE	
C/BSD		12 SEP 1967	
UNCLASSIFIED	CONFIDENTIAL	SECRET	

FORM NO. 237 Use previous editions

(40)

UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF RETIREMENT AND INSURANCE

WASHINGTON, D.C. 20415

September 5, 1967

IN REPLY PLEASE REFER TO

RI:INS:I

YOUR REFERENCE

TO ALL CARRIERS

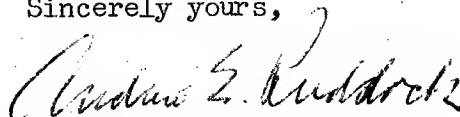
By letter of April 12, 1967, we solicited your comments on a proposal to use social security numbers in lieu of carrier's control numbers. At the same time, we asked agency health benefits officers for their views on the same subject. Almost without exception, the Federal agencies endorsed the idea of converting to social security numbers for identification purposes. However, several agencies with automated payrolls prefer a mass changeover rather than the type of gradual changeover suggested in our draft FPM letter.

From the agency comments and the views expressed in replies from carriers, we conclude that a changeover to social security numbers is both desirable and feasible. Since it would be a problem for some carriers, as well as some agencies, to handle an all-at-once mass changeover, we are of the opinion that we should go ahead on a gradual basis as originally proposed. However, for those agencies preferring to make a mass changeover, could your operations accommodate individual agencies on a scheduled basis--for example, one or more agencies could be given the month of January 1968 in which to submit social security numbers to carriers and the only other changes carriers would receive during that same month would be the gradual changes received from other agencies; one or more agencies could be given the month of February 1968, and so on, until those agencies wishing to make mass changeover had done so. We would try to arrange it so that the work load would be more or less level and could be spread over a period of time.

We would, of course, allow a reasonable period of lead time to permit carriers and agencies to prepare for this task. We anticipate that as the payroll operations of more agencies are automated, we can eventually complete the changeover of all enrollments at a much earlier date. The sooner we can dispense with the interim procedures involving a two-number system, the better for all concerned.

I shall appreciate it if you will give me your reaction to this suggestion as soon as possible.

Sincerely yours,

Andrew E. Ruddock
Director

THE MERIT SYSTEM—A GOOD INVESTMENT IN GOOD GOVERNMENT

Page Denied

CONFIDENTIAL

25 September 1967

MEMORANDUM FOR: Deputy Chief, Benefits and Services Division

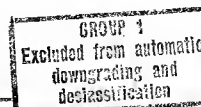
SUBJECT : Conversion of Carrier Control Numbers to Social Security Numbers

REFERENCE : Letter from Andrew E. Ruddock, CSC, dated 5 September 1967

1. Since Mr. Ruddock's letter of 5 September 1967 is addressed to "ALL CARRIERS," our reply as a carrier is a simple one. We, as a carrier, would have no problem with mass changeovers, whether they be a few agencies at a time or all agencies at once, because we deal with only one agency. However, although I have not seen it, I assume that Civil Service Commission has directed similar correspondence to us as an agency.


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3. Internally, we will not take any action with respect to the Association Benefit Plan enrollments, since we will continue to use the Insurance Branch assigned certificate number as a means of identification between us and the underwriter. We will of course enter social security numbers on the SF 2810's transferring enrollments of retirees to the Civil Service Commission. We are exploring the possibility of OCS running individual cards for us which will indicate name, employee number and social security number, and which we will file in the individual's insurance folder.

CONFIDENTIAL

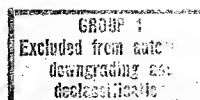
4. Attached is a GEHA reply to Mr. Ruddock's letter of 5 Sept 1967. I did not know how you want to communicate with the Civil Service Commission as an Agency regarding this matter.

25X1


Acting Chief, Insurance Branch

Attachment:
As stated

CONFIDENTIAL




Mr. Andrew E. Ruddock, Director
Bureau of Retirement & Insurance
U.S. Civil Service Commission
1900 E Street, N.W.
Washington, D.C. 20415

Dear Mr. Ruddock:

This is in reply to your letter of September 5, 1967 regarding the manner in which changeover from carrier control numbers to social security numbers is to be accomplished. Mass changeovers by agencies on a scheduled basis would present no problem to the Government Employees Health Association in its administration of the Association Benefit Plan.

Sincerely,


President

STAT

TRANSMITTAL SLIP

DATE

TO:

AC/IB

ROOM NO.

BUILDING

REMARKS:

STAT

Per your telecon with

STAT

FROM:

ROOM NO.

EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF RETIREMENT AND INSURANCE

WASHINGTON, D.C. 20415

September 5, 1967

IN REPLY PLEASE REFER TO

RI:INS:I

YOUR REFERENCE

TO ALL CARRIERS

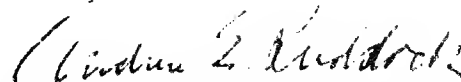
By letter of April 12, 1967, we solicited your comments on a proposal to use social security numbers in lieu of carrier's control numbers. At the same time, we asked agency health benefits officers for their views on the same subject. Almost without exception, the Federal agencies endorsed the idea of converting to social security numbers for identification purposes. However, several agencies with automated payrolls prefer a mass changeover rather than the type of gradual changeover suggested in our draft FIM letter.

From the agency comments and the views expressed in replies from carriers, we conclude that a changeover to social security numbers is both desirable and feasible. Since it would be a problem for some carriers, as well as some agencies, to handle an all-at-once mass changeover, we are of the opinion that we should go ahead on a gradual basis as originally proposed. However, for those agencies preferring to make a mass changeover, could your operations accommodate individual agencies on a scheduled basis--for example, one or more agencies could be given the month of January 1968 in which to submit social security numbers to carriers and the only other changes carriers would receive during that same month would be the gradual changes received from other agencies; one or more agencies could be given the month of February 1968, and so on, until those agencies wishing to make mass changeover had done so. We would try to arrange it so that the work load would be more or less level and could be spread over a period of time.

We would, of course, allow a reasonable period of lead time to permit carriers and agencies to prepare for this task. We anticipate that as the payroll operations of more agencies are automated, we can eventually complete the changeover of all enrollments at a much earlier date. The sooner we can dispense with the interim procedures involving a two-number system, the better for all concerned.

I shall appreciate it if you will give me your reaction to this suggestion as soon as possible.

Sincerely yours,



Andrew E. Ruddock
Director

THE MERIT SYSTEM—A GOOD INVESTMENT IN GOOD GOVERNMENT

April 21, 1967

MEMORANDUM FOR: Deputy Chief, Benefits & Services Div.

**SUBJECT : Proposed Use of Social Security Number
In Place of Carrier Control Number**

1. We have reviewed the copy of Mr. Ruddock's letter and draft of FPM Letter on this subject and find no problem in adapting our own operations to this proposed change. [redacted] has discussed the proposed change with [redacted] of OCS so that a quick and orderly transition can be made when Civil Service Commission notifies us of final adoption of the proposal.

2. However, it will be necessary for security reasons to continue internal use of an Insurance Branch assigned certificate number for employees enrolled in the Association Benefit Plan. Its continued use will prevent identification of claimants from copies of audit sheets sent to Mutual but will not deviate from Civil Service proposed procedure for health benefits enrollments involving other agencies and carriers.

[redacted]
Acting Chief, Insurance Branch/BSD

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Next 3 Page(s) In Document Denied

STAT

UNITED STATES CIVIL SERVICE COMMISSION		
ROUTING SLIP		
NOTE: Indicate Clearance and/or Approval on Official File Copy (Yellow Tissue)		
TO:		ROOM
1		
2		
3	Wash. D.C. 20004	
4		
5		
<div><div><input type="checkbox"/> YOUR INFORMATION</div><div><input type="checkbox"/> NOTE AND FILE</div><div><input type="checkbox"/> NOTE AND RETURN</div><div><input type="checkbox"/> SEE ME</div><div><input type="checkbox"/> DRAFT</div><div><input type="checkbox"/> PREPARE REPLY FOR SIGNATURE OF</div></div> <div><div><input type="checkbox"/> APPROVAL OR CLEARANCE</div><div><input type="checkbox"/> YOUR SIGNATURE</div><div><input type="checkbox"/> COMMENT</div><div><input type="checkbox"/> AS REQUESTED</div><div><input checked="" type="checkbox"/> PER CONVERSATION</div></div>		

STAT

UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF RETIREMENT AND INSURANCE

WASHINGTON, D.C. 20415

April 24, 1967

IN REPLY PLEASE REFER TO

RI:INS:I

YOUR REFERENCE

HEALTH BENEFITS OFFICER INFORMATION BULLETIN NO. 36

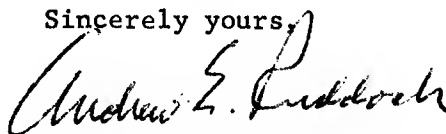
When procedures for the health benefits program were being developed in 1960, we explored the possibility of using social security numbers for identification purposes. Because of the cost of obtaining numbers for the many Federal employees who at that time did not have them, and the short deadline within which we had to work, we adopted instead the present system using carrier's control numbers.

Social security numbers are now generally used as basic employee identification in the Government as well as in private industry, and we therefore propose to make a gradual transition from health benefits carrier's control numbers to social security numbers. Attached is a tentative draft of proposed instructions to agencies explaining the changeover. In brief, the proposed instructions call for the use of social security numbers only for new enrollments and for changes in enrollment when health plan carriers would be issuing a new or revised identification card in any event.

We would appreciate your comments on the proposal itself and on the proposed instructions. Especially welcome are comments on whether the instructions are clear enough and, if not, how they can be improved. If you foresee any difficulty in adapting your own operations to the proposal, give us a detailed explanation of the problem so we can try to work out a remedy.

If you have comments, we would like to have them by May 15. We are also asking the health benefit carriers for their views.

Sincerely yours,



Andrew E. Ruddock
Director

Attachment

THE MERIT SYSTEM—A GOOD INVESTMENT IN GOOD GOVERNMENT

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UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF RETIREMENT AND INSURANCE

WASHINGTON, D.C. 20415

IN REPLY PLEASE REFER TO

April 12, 1967

YOUR REFERENCE

We are planning to discontinue preprinting a carrier control number on the Health Benefits Registration Form (Standard Form 2809) and hereafter identify enrollments by the employee's social security number. Attached is a copy of proposed instructions to agencies explaining the changeover on which we are asking all carriers to comment.

In brief, the proposed instructions call for the use of social security numbers only for new enrollments and for changes in enrollment when carriers would be issuing a new or revised identification card in any event. We would appreciate having any comments you may have on the instructions. If you foresee any difficulty in adapting your own operations to the proposal, give us a detailed explanation of the problem so we can try to work out a remedy.

The instructions will not be issued to the agencies until we have received your replies but we will assume you have no objections if we do not hear from you by May 15.

Sincerely yours,

Andrew E. Ruddock

Andrew E. Ruddock
Director

Enclosure

THE MERIT SYSTEM—A GOOD INVESTMENT IN GOOD GOVERNMENT

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